

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES

BOARD OF DIRECTORS MEETING

February 15, 2001

CALL TO ORDER: The meeting was called to order at 7:37 p.m. by Board President Joseph Carlevaris at the Granada Sanitary District office, El Granada.

ROLL CALL: Attending Board members were: President Carlevaris, Vice-President Fran Pollard, Secretary Laura Stein, Treasurer Leonard Woren, and Board Member Leni Schultz.

Attending staff were: Legal Counsel Jonathan Wittwer, Engineer Howard Hoffman, Administrator Gina Holmes, and Assistant Administrator Delia Comito.

GENERAL PUBLIC PARTICIPATION: There were no speakers from the public. Treasurer Leonard Woren reported that he had contacted the Harbor District regarding the development of the median strip.

CONSENT AGENDA: Woren requested that the Consent agenda be considered following the Break. Other Board members agreed.

ACTION AGENDA

6. Report by Special Counsel/Consultant Daniel Cardozo reviewing District reorganization and Community Services District formation: **Step One:** researching District's authority to develop reorganization proposal involving formation of a Community Services District providing services beyond sanitary services, and **Step Two:** research on issues associated with reorganization proposal and procedures required for District to initiate proposal before Local Agency Formation Commission (LAFCO): Woren stated that due to an oversight, the agenda did not state that a Community Services District (CSD) function would be Parks and Recreation in addition to Sanitary function.

Dan Cardozo presented a summary of Step One: defined reorganization under the Cortese-Knox Act, noted that a CSD can provide a wide array of services, and that its' powers and services are granted by the voters. He reviewed the District's ability to reorganize as a CSD.

Concerning Step Two, Cardozo provided extensive information regarding his research into planning a proposal, the process of submitting a resolution of application, and the steps required to work with the public agencies. Following this review, Cardozo had suggestions regarding the best approach to reorganization based on his experience. Board members then discussed the length of the application process, the need for parks in the Mid-Coast area, and consolidation of services in the unincorporated District.

Regarding planning, Cardozo suggested GSD draw up preliminary plans for services and hold community meetings before any presentation was made to LAFCo. Responding

to Board questions regarding planning consultants, Cardozo suggested that current staff could explore and prepare the draft plan. Following that, a planning consultant could be brought into the process and would be especially valuable for the financial planning of the reorganization. Carlevaris asked if District funds could be used for CSD reorganization and application process. Cardozo stated that there did not seem to be a restriction to that in the Sanitary District Act of 1923.

The Board took speakers at this time.

Jerry Laster, Marty Kingshill, and Larry Pollard all spoke in favor of reorganization favoring Parks and Recreation.

The discussion returned to the Board. The Board and Cardozo discussed structuring a proposal to LAFCo for reorganization, and Cardozo mentioned he could respond to Board on an as-needed basis as the final planning came together.

Treasurer Laura Stein moved 1) that the Board direct the Community Services District Committee to complete the preliminary services plan, providing the Board with recommendations needed for a consultant, and 2) that the Board direct the CSD Committee to meet with the San Mateo County Parks and Recreation Division Needs Assessment Project to determine how the GSD and the County can work together jointly (Stein/Leni Schultz, 5-0). The CSD Committee is Woren and Vice President Fran Pollard.

Schultz stated that the San Mateo County Harbor District was considering leases for the median strip area zoned Community Open Space Conservation District, and that they might wait on the leases if they knew the GSD was working on reorganization. She asked if Carlevaris would be willing to attend the next Harbor District meeting and speak on behalf of the Board regarding this issue. **Woren moved to direct President Carlevaris to approach the Harbor District to ask them to hold off any action in the median strip COSC space while GSD explores its' ability to form a CSD (Woren/Stein, 5-0).**

7. Discuss/consider: retaining and authorizing special counsel to present to the District Board a resolution of application initiating District reorganization and formation of a Community Services District; and authorizing actions and expenditures by District agents to commence the required filings for such District reorganization with LAFCO: District Counsel Jonathan Wittwer stated that given the previous information provided by Cardozo, initiating a resolution of application at this time was premature.

Woren requested that the Board authorize Cardozo be consulted as needed regarding the reorganization process. **Woren moved that the Board authorize Cardozo's services as special consultant for research relating to District reorganization, authorizing service fees up to \$1000.00 (Woren/Stein, 5-0).**

8. Presentation by Community Services District Committee Members of proposed presentation to the Mid-Coast Community Council regarding the formation of a Community Services District within the Granada Sanitary District (This item was tabled to date uncertain).

9. Discuss/consider approving proposed presentation by the Community Services District Committee Members (This item was tabled to date uncertain).

Woren moved to extend the meeting until 10:30 p.m. (Woren/Stein, 5-0)

10. Discuss/consider revising sewer permit connection fee for 2000/2001: District Engineer Howard Hoffman presented a summary of how connection fees are calculated. Stein and Woren both had financing questions, and the Board determined that the agenda item would be brought back for consideration in April.

At this time the Board considered the Consent Agenda:

CONSENT AGENDA

1. Approval of meeting minutes for February 1, 2001: Woren tabled this item until the next regular meeting.
2. Approval of warrants totaling \$159,383.87 (Check numbers 2678 to 2693); 3. Acceptance of November and December 2001 Financial Reports (tabled 2/1/01); 4. Acceptance of payment from Improvement Fund totaling \$4,422.00 (Lamorena & Chang 1,115.00; Kennedy/Jenks, 2,857.00; Parsons \$450.00. 5. Recommendation for relief from Noncontingent Assessments for two (2) Equivalent Residential Units (Bergman, 1 ERU; Fitzpatrick, 1 ERU) (Woren/Stein, 5-0)

Stein moved to extended the meeting until 11:00 p.m. (Stein/Carlevaris, 4-1, Schultz)

11. DIRECTORS' COMMENTS: Carlevaris reported from the most recent Special Districts meeting. Stein requested that District Administrator Gina Holmes return to the Board with the status on ongoing field projects and financial reports.

Stein moved to extended the meeting until 11:15 p.m. (Stein/Carlevaris, 4-1, Schultz)

At this time, Schultz excused herself as she had to get up for work at 5:00 a.m.

12. INFORMATION CALENDAR

Administrator's Report: Stein requested that Holmes report the duties and training of the recently hired part-time District Clerk.

Engineer's Report: There was no Engineer's Report.

Attorney's Report: Wittwer reported that he would be returning with an ordinance relating to recording connection permits under certain circumstances.

Stein moved to extended the meeting until 11:20 p.m. (Stein/Carlevaris, 4-0)

13. SET FUTURE AGENDA: The Board and Staff discussed which items would be on the March 1, 2001 agenda.

ADJOURN: The meeting adjourned at 11:29(Pollard/Woren, 4-0)

DATED: June 21, 2001

Submitted by:

Approved by:

GINA HOLMES, District Administrator

LEONARD WOREN, Board Secretary